

# ***HEALTH BENEFITS E-NEWS***

*Department of Human Resource Management  
Office of Health Benefits*

*May 24, 2017*

## **Open Enrollment Keying Reminder**

The deadline is May 31 for keying Open Enrollment changes in BES. We are aware that some agencies are having issues with keying BES transactions. If your agency is one of these, we can help.

Just send an email to [openenrollment@dhrm.virginia.gov](mailto:openenrollment@dhrm.virginia.gov) if you have issues with BES keying or foresee any issues that will impact your ability to key in BES by the deadline.

Remember:

- Follow the instructions [in BA Memo #17-03](#).
  - Use PSB301 – to key health care elections.
  - Use PSB200 – to key FSA elections.
  - Use Reason Code 56 for Open Enrollment changes.

Continue to send these keying issues to OHB at [ohb@dhrm.virginia.gov](mailto:ohb@dhrm.virginia.gov):

- Health care Open Enrollment requests for employees in Layoff Leave Codes.
- July 1, 2017 FSA election(s) for May 1 and June 1 new hires and QMEs.
- Open Enrollment elections not updated in BES by July 1.
- Deletion of an Open Enrollment transaction with newly added dependent.

***Please do not reply to this e-mail. You may send inquiries to the Office of Health Benefits mailbox at [ohb@dhrm.virginia.gov](mailto:ohb@dhrm.virginia.gov) or [openenrollment@dhrm.virginia.gov](mailto:openenrollment@dhrm.virginia.gov).***